

LIST OF EXAMPLES FROM OUR DATABASE

Before You Begin

The list below is meant to help you think about your own **offers, wants, obligations, and expectations** in your professional relationships.

These examples are not rules or templates — they are starting points. Use them to reflect on what feels true for you and your current work context.

You may choose a few statements that resonate or write your own. The goal is not to sound “right,” but to be **honest and specific** about what you bring, what you need, and how you want to work with others.

Take your time. The value of this process comes from reflection, not speed.

Offers

(What I bring to this relationship)

- I offer honesty, even when it is uncomfortable.
- I offer effort and consistency in my work.
- I offer a calm approach during stressful times.
- I offer space for others to share their ideas.
- I offer clear communication and follow-up.
- I offer support when others are struggling.
- I offer curiosity and a willingness to learn.
- I offer patience when things take longer than expected.
- I offer time to listen and understand different perspectives.
- I offer trust until given a reason not to.

Wants

(What I would like to receive from this relationship)

- I want clarity about priorities and expectations.
- I want openness when things are not going well.
- I want respect in all conversations.
- I want feedback that helps me improve.
- I want appreciation when effort is shown.
- I want space to make decisions and learn from them.
- I want direct communication, not assumptions.
- I want fairness in how we share responsibilities.
- I want understanding when mistakes happen.
- I want trust that my intentions are positive.

Obligations

(What I am responsible for doing or maintaining)

- I am responsible for meeting agreed deadlines.
- I am responsible for preparing before discussions.
- I am responsible for communicating early when problems arise.
- I am responsible for keeping confidentiality when needed.
- I am responsible for staying open to feedback.
- I am responsible for showing respect, even in disagreement.
- I am responsible for keeping commitments I make.
- I am responsible for learning from past events.
- I am responsible for acting with integrity.
- I am responsible for protecting the team's trust.

Section 4 – Expectations

(What I expect from the other person or group)

- I expect clear direction when priorities change.
- I expect decisions to be explained, not just announced.
- I expect availability when guidance is needed.
- I expect recognition for effort, not only results.
- I expect patience while I learn new tasks.
- I expect consistency between words and actions.
- I expect openness when something is not working.
- I expect fairness in how feedback is given.
- I expect transparency in decision-making.
- I expect respect even when we disagree.

When Tension Happens

(How I will act when things get difficult)

- I will ask before assuming.
- I will take time to cool down before responding.
- I will bring the issue directly to the person involved.
- I will listen without interrupting.
- I will express how I feel using facts, not blame.
- I will look for shared solutions.
- I will apologize when I recognize my part in the problem.
- I will be open to repairing trust.
- I will not gossip or involve others unnecessarily.
- I will focus on learning from the event.

Signs of Alignment

(How I will know this relationship is working well)

- Conversations feel easier, even when topics are hard.
- We can disagree and still respect each other.
- There are fewer surprises and misunderstandings.
- I feel heard and valued.
- We share credit when things go well.
- We solve problems faster.
- We check in without waiting for issues to grow.
- We can laugh and feel at ease in meetings.
- There is trust that both sides are acting in good faith.
- I feel proud of how we work together.